

## INSTRUCTIONS

If you are using this CHANGE CARD for address change only, your control person's signature is not required.

### Transferring From One Entity To Another

- Both the "old" control person from whom you are transferring and you (the individual mortgage lender) must sign and date the **left side** of the CHANGE CARD.
- The "old" control person from whom you are transferring retains a copy of this card for his/her records
- The "old" control person must return your wall license.
- Both the "new" control person to whom you are transferring and you (the individual mortgage lender) must sign and date the **right side** of the CHANGE CARD.
- The "new" control person retains a copy of the CHANGE CARD for his/her records.
- The "new" control person takes possession of and retains your wall license.
- Mail or deliver the primary copy of this CHANGE CARD to the Division of Real Estate within **five working days**. Retain a copy for your records. **It is mandatory that the Division receive the original signed copy – no faxes or photocopies.**
- The official date of the change is the date the completed change card (plus fees and other requirements, if any) is received at the Division.

### Inactivating: Complete a., b., and c. above. In addition:

- Sign and date the right side of the CHANGE CARD and check the "inactive" box.
- Mail or deliver the original, signed copy of this CHANGE CARD to the Division of Real Estate within **five working days**. Your license will then be maintained on our files as 'inactive' until you again activate. Retain a copy of this form for your records.
- Be sure to keep your wall license in a safe place until you 'activate' or until you renew, because you will need to give it to your new control person.

### Activating from Inactive Status: Complete d., e., g., and h. In addition:

- Submit appropriate fee.
- Take your wall license to your new control person.

### Changing an Entity Name

- Documents showing that the entity name has been changed with the Utah Division of Corporations are required in order to change the entity name with the Real Estate Division.

**\*IF THE CONTROL PERSON OR INDIVIDUAL MORTGAGE LENDER IS NOT AVAILABLE TO PROPERLY EXECUTE THIS CHANGE CARD THE CHANGE MAY STILL BE MADE PROVIDED A CERTIFIED LETTER ADVISING OF THE CHANGE IS MAILED TO THE LAST KNOWN ADDRESS OF THE UNAVAILABLE LICENSEE. A COPY OF THE LETTER MUST BE ATTACHED TO THE CHANGE CARD ALONG WITH A COPY OF THE STAMPED CERTIFIED POSTAL RECEIPT WHEN IT IS SUBMITTED TO THE DIVISION OF REAL ESTATE.**



State of Utah  
DEPARTMENT OF COMMERCE  
DIVISION OF REAL ESTATE  
160 East 300 South  
Box 146711  
Salt Lake City, Utah 84114-6711

## DIVISION OF REAL ESTATE MORTGAGE CHANGE CARD

Print a copy of this form for each of the following entities:

- ✓ Division of Real Estate
- ✓ Licensee (You)
- ✓ New Control Person
- ✓ Terminating Control Person

### CHANGE FROM:

### CHANGE TO:

Name of Licensee	<input type="checkbox"/> Individual <input type="checkbox"/> Control Person <input type="checkbox"/> Entity	Name of Licensee	<input type="checkbox"/> Individual <input type="checkbox"/> Control Person <input type="checkbox"/> Entity
Licensee #	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	Licensee #	<input type="checkbox"/> Active <input type="checkbox"/> Inactive
Address of Record (not a PO Box)	<input type="checkbox"/> Address	Address of Record (not a PO Box)	<input type="checkbox"/> Address
City	State	City	State
Zip		Zip	
Phone (Home)	Phone (Work)	Phone (Home)	Phone (Work)
Name of Entity	Entity #	Name of Entity	Entity #
Control Person	License #	Control Person	License #
Signature of Control Person	Date	Signature of Control Person	Date
Signature of Licensee	Date	Signature of Licensee	Date